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- Present:** Stephen Vinall - Chair of Governors
Mike Jee - Acting Executive Headteacher
Rupert Bagilhole
Ian Beggs
Francesca Urquhart
Stephen Berry
- In attendance:** Sharon MacKenzie - Clerk to Governors
Fiona Keeling - Associate Member / Deputy Headteacher
- Apologies:** Lara Coleman
Fiona Graham
Fr Martin Morgan
- Absent:** Stephen Lawrenson
- Quorum:** 6 out of 10 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the head and deputy headteacher are highlighted in **bold**.

1. Welcome / apologies for absence and declarations of interest

The Chair welcomed Stephen Berry, who has been appointed as an additional LA governor, as recommended after last term's Ofsted inspection. Stephen has considerable experience as a school governor in Brighton & Hove, particular in charring and finance. Other governors introduced themselves. Two new foundation governors have been appointed since the last meeting: Fr Martin Morgan and Francesca Urquhart.

The governing body accepted the apologies of Lara Coleman, Fiona Graham and Fr Martin Morgan. There were no declarations of interest.

2. Pupil Premium report for 2015/16 and plan for 2016/17

It was agreed that this item would be carried forward to the next meeting, as Jess Evans (SENCO) has been off sick. The report from the external review was circulated for governors to read for the next meeting.

ACTIONS

- 2.1 Jess Evans to present the Pupil Premium External Review at the next FGB meeting



3. Minutes of FGB meeting held on 04.01.17

Governors agreed the minutes were an accurate representation of the meeting.

The following actions have been met:

- Termly safeguarding updates have been added to the governors' annual workplan
- Diocese have confirmed that Fr Martin Morgan can take on ex-officio role in the church and be involved in the life of the school as much as he can
- 'School at a glance' report to governors - accident book trends have been added to template
- Clerk has informed Governor Support and Diocese about changes in governor responsibilities
- Clerk vacancy has been advertised and the closing date is 10 February

Matters arising, not otherwise on the agenda:

ACTIONS

3.1 Safeguarding Policy - Fiona K to arrange for safeguarding governor on policy to be changed to Francesca Urquhart

3.2 Fiona Graham and Steve Vinall to complete Safer Recruitment online training - contact Sarah Foster to send link

3.3 Support staff appraisal - professional development meetings will be completed by the end of the spring term - Senior Leadership Team to agree model to be used

3.4 Chair to ensure that ethos statement is added to the Governor Induction Policy when agreed - Fr Martin Morgan to look at how the Christian ethos can be embedded - next term

3.5 Steve Vinall to contact Stephen Lawrenson re when he can attend meetings - skills audit and declaration of interest still to complete

3.6 Clerk to meet with Fiona Keeling to complete policy schedule by 31.03.17

3.7 Review of Governance from Diocese is £1500, so governors agreed for Stephen Berry to carry out a self-evaluation, which he has recently completed at Patcham - SB to email governors and have a plan of recommendations in place by July

3.8 Parent view - governors agreed to achieve this via the relaunched website, which will be live by Easter - surveys to then be back in time to be analysed for July

3.9 Fiona Keeling to publish PE & Sports Premium 2016/17 on website by 13.01.17 - extended deadline to 10.02.17

3.10 Meetings of partnership chairs and Deanery chairs - clerk to find out when these are



4. Resources Committee 01.17.16: Matters Arising

Governors had identified that the actions from the last Resources Committee needed checking. The following actions were agreed to no longer be a priority: padlocks on posts in car park, canopy in playground and last year's budget.

Matters arising, not otherwise on the agenda:

ACTIONS

- 4.1** Breakfast club - Mike Jee to work with Sarah Foster to provide report about whether the increase in charges has impacted on subsidy arrangements
- 4.2** Sarah Foster to follow up on income from solar panels - ongoing
- 4.3** Fiona Graham to investigate PTFA organising regular tabletop sales to generate income - ongoing
- 4.4** Lettings - Stephen Berry to carry out initial work on lettings arrangements
- 4.5** Business Continuity Plan - clerk to send model policy to Mike Jee
- 4.6** Audit of voluntary funds - Mike Jee to check this has been completed

5. Headteacher recruitment update

As chair of the headteacher recruitment process, Rupert Bagilhole updated governors. There was an extensive process over two days, with four candidates. Governors were pleased to appoint a very strong candidate, Katie Blood, who has experience in schools throughout the city. She is currently on secondment from East Sussex County Council as a Deputy Headteacher at Saltdean Primary School.

The chair of governors proposed to governors for Katie's start date to be 01.04.17, which is earlier than planned so has a financial impact, but it will give time for a handover with Mike before the summer term starts. The difference in budget will be between £2,000 and £3,000, but governors felt this was justified. There will be savings due to Mike returning to Aldrington earlier than planned. Governors unanimously agreed.

Governors discussed various communications relating to the headteacher recruitment:

- Governors agreed to the letter that the chair had drafted to the chair of Saltdean, thanking him for releasing Katie early
- Katie has to hand in her notice by 10.02.17 in order to be able to start on 01.04.17, so the offer letter will be sent tomorrow
- The chair had drafted a letter to send to parents, which will be synchronised with a letter to Saltdean parents
- Governors agreed to the letter that the chair had drafted to the church wardens



ACTIONS

5.1 Chair to send out letters to relevant stakeholders relating to headteacher recruitment

6. Meeting structure

The chair had distributed a paper about the current meeting structure. There had been a lot of pressures last term due to the Ofsted and SIAMS inspections and also the headteacher recruitment, which meant that the school budget had not been discussed in the depth that it should have. However, now three extra governors have been recruited, it is important to agree a model where this area is discussed properly.

Governors agreed to reinstate the Resources Committee and the members would be the headteacher, Fiona Keeling, Stephen Berry, Steve Vinall and Fiona Graham. The clerk will email those members to determine the best times/days for meetings.

CONFIDENTIAL

There was a confidential item concerning the budget, which has been recorded separately.

ACTION

6.1 Clerk to email Resources Committee members to arrange date for meeting

7. Financial Performance

a) Current outturn for 2016/17

The headteacher distributed the current outturn. By the end of this year, we are likely to have a deficit of between £25,000 and £35,000, some of which is due to legacy staff costs. However, there are a number of variables, mainly staffing, that will improve this.

Q: Have we indicated this shortfall to the local authority?

A: Yes, have talked to Schools' Finance about the licenced deficit procedure and we are waiting for a response. When we reach month 12 we will be able to give a more realistic picture of the situation for each budget line.



b) First draft of budget for next 3 years

The headteacher confirmed that the budget is based on the assumption that our pupil numbers will remain between 193 and 195 - there is no evidence this will reach 200 for a while.

Staffing levels are likely to change from April, with staff returning and agency staff moving on. If a member of staff leaves, we may not need to reappoint to the same position - we will look at reallocating the work and change the interventions that are taking place. This may only be temporary. The amount of staff we currently have helps us reach the standards required for this year, but our needs may change.

Moving forward, we need to look at our approach to efficient purchasing and question what we are spending. All contracts will be scrutinised, including Services for Schools from the local authority. The senior leadership team will look at this together to agree what the school's needs are and whether we should be challenging any contracts.

Governors agreed that budget information should be shared with staff so they can see the context behind the decisions that are made. Staff may also be able to make suggestions for more efficient spending.

Q: Do the curriculum leads receive their allocations to spend as they wish?

A: This is an area we will be reviewing, to ensure the whole school expenditure is prioritised rather than curriculum leads spending what they are allocated

Governors asked for benchmarking data to show how we compare with other schools.

c) PE and Sports Premium update

This was discussed in Item 3.

d) Governors' Account

The account details were tabled, showing a balance of £4792. Governors agreed that the lettings strategy needed to be reviewed, as the school is currently subsidising the income of the breakfast club. There are also some building development plans that the school will need to contribute 10% of the cost for, which will need to come from our lettings income stream. Stephen Berry agreed to investigate this.



e) Schools' Financial Value Standard

Stephen Berry agreed to complete this with the School Business Manager and report back to governors at the next FGB meeting in order to submit to the LA by the end of March.

ACTIONS

- 7.1 Headteacher to provide financial benchmarking data for governors
- 7.2 Stephen Berry to look at lettings strategy and how to maximise income
- 7.3 Stephen Berry to complete SFVS with School Business Manager for next FGB meeting

8. Premises update

a) Health & Safety: governor checklist and responsibilities, H&S walks, accident book, health & wellbeing

Annual audit checklist - Fiona K has arranged for Simon Lackner from the local authority's Health & Safety team to work with school leaders to complete this. Stephen Berry agreed to review this.

b) Buildings: condition, urgent remedial works, proposed building projects, lettings contracts, income maximisation.

Governors agreed to postpone this to the next meeting due to time constraints.

ACTIONS

- 8.1 Stephen Berry to work on health & safety checklist with senior leaders
- 8.2 Clerk to add Buildings update to next FGB agenda

9. Headteacher's report, incl School Improvement Plan, Safeguarding & Educational Performance

Due to time constraints, this was postponed and will be the focus for the next FGB agenda.

ACTION

- 9.1 Clerk to add Headteacher's Report to next FGB agenda



10. SIAMS inspection - action plan

This work has started and will be reported at the next meeting.

ACTION

10.1 Clerk to add SIAMS inspection action plan to next FGB agenda

11. Policies for agreement

- a) **Lettings Policy:** governors agreed for the chair to review this with school leaders and bring back to the FGB by May 2017
- b) **Charging & Remissions:** governors agreed to delay this until they had received a full picture of the budget
- c) **Accessibility Plan:** this was reviewed last year so needs to be updated on website
- d) **Scheme of Delegation:** governors agreed that the school business manager and new headteacher should update this in the summer term and then bring back to the FGB

ACTION

- 11.1 Lettings Policy to be added to FGB agenda in May 2017
- 11.2 Charging & Remissions Policy to be agreed after budget set
- 11.3 Accessibility Plan - Fiona K to arrange for this to be updated on website
- 11.4 Scheme of Delegation to be completed by end of summer term

12. Feedback from governor monitoring visits

Governors discussed visits to prioritise before the next FGB meeting: listed below.

ACTION

12.1 Rupert and Francesca to arrange class visits and agree focus with Fiona K



13. Feedback from governor training / plan for this term

The clerk had circulated the training programme to governors for the remainder of the financial year. All new governors are encouraged to attend the Governor Induction Programme, which Francesca agreed to attend.

ACTION

13.1 Clerk to book Francesca Urquhart onto Governor Induction on 10.03.17

14. Urgent action by chair

The chair brought to governors' attention the need to have representation on the governing body from the Black & Minority Ethnic (BME) community due to a high population of BME children in the school. Governors agreed for the chair to contact MOSAIC to recruit foundation governors - must be practicing Christian, diverse and inclusive.

ACTION


14.1 Chair to contact MOSAIC to recruit foundation governors from BME community

15. Urgent business not on agenda

There was none.

The next FGB meeting will be on 2 March 2017 at 6.00pm.

The meeting closed at 8.00pm.

Signed  Chair of Governors

Date 5/4/17